



# 2011 Youth Job Corps Online Application Guide

Make sure that you have the following information before you apply.

- Valid e-mail address
- Date of birth
- Social Security Number
- School Student ID#
- Total Household Income figures
- Emergency Contact Information with phone number

## How to Apply Online for the Youth Job Corps

This is a "How To" for the first time online application system user. (Note: You will need an email address. If you do not have an email address, you can get one free from AOL, Excite, GMail, Hotmail, or Yahoo.)

**Step 1:** At the Employment page ([www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)), select the Current Job Openings button.



**Step 2:** Scroll down to the job category listings and click on the job you are interested in.

[Print this page](#)

2 records found.

Page #  of 1

Position <input checked="" type="checkbox"/>	Department <input type="checkbox"/>	Emp. Type <input type="checkbox"/>	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
Water Utility Worker I	80-002 Water: Labor	Full Time	\$24.08/Hour	02/11/11
<u>Youth Job Corps Worker</u>	03-009 Youth Job Corp	Temporary	\$7.25 - \$7.50 Hourly	

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**Step 3:** Review the job announcement carefully, noting the requirements, documents needed to complete the application, application deadline, and all other pertinent information listed.

If supplemental questions will be asked with the general application, the Supplemental Questions tab will be available for your review.

To apply for the position, click on the Apply link to submit an application.

[Print Job Information](#) [Apply](#)

**Step 4:** Click on "create an account" if you are a first time user. (Note: If you have already created an account here, go to Step 6 and log in now.

You are here: [Home](#) > Employment Opportunities

## Login

### Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

<b>Username:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<input type="button" value="Login"/>	
<a href="#">I Forgot My Username and/or Password</a>	

Not Registered Yet? [Create Your Account Here!](#)

**Step 5:** Be sure to complete the required fields and remember your username and password. Your password will require one special character (#, \$, %, \*). Write your password on a piece of paper if necessary.

### Request New Job Seeker Account

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Primary Phone	<input type="text"/>
Alternate Phone	<input type="text"/>
* Email	<input type="text"/>
* Notification Preference	<input type="text" value="== Select =="/> <input type="button" value="v"/> <small>By which method would you prefer to be notified about application status, testing dates and examination results?</small>
* Address 1	<input type="text"/>
Address 2	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text" value="== Select =="/> <input type="button" value="v"/>
* Zip	<input type="text"/>
Country	<input type="text" value="== Select =="/> <input type="button" value="v"/>
* Username	<input type="text"/> <small>Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25</small>
* Password	<input type="password"/>

**Step 6:** Enter the **Username** and **Password** you have created. Click on the **Login** button.  
If you do not see this screen, **skip to Step 7**

You are here: [Home](#) > Employment Opportunities

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[Online Employment Application Guide](#)

Username:

Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

**Step 7:** Click on the **Create Application** button.

## Job Opportunities

Welcome, City St. Paul

[Help](#)

[Logout](#)

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[Application Status](#)

[My Account](#)

**Thank you for registering with GovernmentJobs.com. Your account is now active.**

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

### Applications You've Created:

Name	Date Created	Modify
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**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

**Step 8:** Enter a general descriptive name for the application you are about to create and click on the **Create Application** button. (Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)

## Employment Application

Welcome, City St. Paul

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### Build New Application

To create an application, enter the name of the application in the box below and click the **Create Application** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

General Application

Create Application

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

**Step 9:** Enter your information into the application. All fields designated by an asterisk symbol (\*) require that you enter information to proceed. When you are finished, click on the **Save and View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move forward.

**Step 10:** The next window will show your full application. To add information, click on the link to the appropriate section. For example, you will be asked to complete your personal information. Scroll down and click on the **Edit Personal Information** heading. Be sure to fill in all of the required information and then click on the **Save and View Application** button.

Main Menu

Application Status

My Account

Youth Job Corps Worker - Application process steps:

① >>>> ② >>>> ③ >>>> ④ >>>> ⑤

Job Application Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

Job Application » Other Personal Information

\* Required Field

Cancel Save & View Application

**Other Personal Information**

Do you possess a valid Driver's License?

☐ Yes, I possess a valid Driver's License

☒ No, I do not possess a valid Driver's License

Driver's License State

== Select State ==

Driver's License Number

**You are not required to enter information related to your Preferences.**

**Step 11:** When you are finished with your application, click on the **Go to Step 2: Agency-wide Questions** button.

Main Menu	Application Status	My Account
<b>Youth Job Corps Worker</b> - Application process steps:		
1 <u>Job Application</u>	2 <u>Agency-wide Questions</u>	3 <u>Supplemental Questions</u>
	4 Confirm Application	5 Certify & Submit
<b>Job Application » Review</b>		
* Required Field		
Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.		
<div>Go to Step 2: Agency-wide Questions</div>		

**Step 12:** Read the instructions and complete the **Agency-wide Questions**.

<b>Youth Job Corps Worker</b> - Application process steps:				
1 <u>Job Application</u>	2 <u>Agency-wide Questions</u>	3 <u>Supplemental Questions</u>	4 Confirm Application	5 Certify & Submit
<b>Agency-wide Questions</b>				
* Required Field				
If you need more than <b>30 minutes</b> to complete this section click the ' <b>Save Work in Progress</b> ' button occasionally to save your work. <b>Typing does not extend your session.</b> All questions marked ' <b>Required</b> ' need to be answered in order to submit the application. Note: <b>DO NOT</b> use HTML tags in your answers.				
Following are standard employment-related questions which will provide our office with statistics needed to prepare reports required by Federal, State, and Local agencies. The Equal Employment Opportunity data will be kept separate from the employment application.				
1. Ethnicity (Select all that apply):				
Descriptions:				
* American Indian/Alaska Native: A person having origins in any original peoples of North, Central and South America, and who maintains tribal affiliation or community attachment.				
* Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.				

**Step 13:** When you are finished, click on the **Save & Proceed** button on the bottom of the page. (Note: if you need to leave the application process you can click on the **Save Work in Progress** button, logout and return at a later time.)

☐ Yes ☐ No

\* Required Field

**Step 14:** You will now begin the application. Be sure to complete all areas marked designated by an asterisk symbol (\*) Make sure that information is correct and accurate.

Following is the Supplemental Questionnaire which may contain questions about your preferences related to the job opening and contain examination questions used to evaluate your job-related education, training, and experience. Please see the official job posting for selection process details.

\*1. Enter your full middle name.

If you do not have one, please enter N/A.

\*2. Sex

 

\*3. Home Phone Number beginning with area code (xxx-xxx-xxxx)

4. Cell Phone Number beginning with area code (xxx-xxx-xxxx)

\*5. Social Security Number (xxx-xx-xxxx)

\*6. Date of Birth (MM/DD/YYYY)

\*7. Current Age

 

\*8. Citizenship

☐ US Citizen ☐ Non-citizen/eligible to work

**Step 15:** When you are finished, click on the **Save & Proceed** button on the bottom of the page. (Note: if you need to leave the application process you can click on the **Save Work in Progress** button, logout and return at a later time.)

\*41. Home phone number, including area code, of emergency contact person.

42. Work phone number, including area code, of emergency contact person.

43. Cell phone number, including area code, of emergency contact person.

**Step 16:** You will be shown your entire application that you have entered. Review all of the information on the page to ensure its accuracy. If it is complete, click on the **Go to Confirm Application** button.

Main Menu	Application Status	My Account
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Youth Job Corps Worker - Application process steps:

① >>>> ② >>>> ③ >>>> ④ >>>> ⑤

Job Application   Agency-wide Questions   Supplemental Questions   Confirm Application   Certify & Submit

**Confirm Application**

Please review the application you're about to send for the position of **Youth Job Corps Worker**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the '**Confirm Application**' button to proceed to the final 'Certify & Submit' step.



**Step 17:**

Read the statement that follows and click the **Accept** button if you agree to the statement. If you select the **Decline** button, the application will not be submitted to the City of Saint Paul for consideration.



I certify that I am who I have represented myself to be in the application. I understand that giving false information, including voluntary information, or omitting required information could result in rejection of my application or dismissal if I am hired. I authorize the City of Saint Paul to verify all the information provided herein. If hired, the City of Saint Paul requires at the time of employment verification of identity and employment eligibility.

**YOUR RIGHTS AS A SUBJECT OF DATA**

I understand the information I supplied on this employment application will be used to assess my qualifications for the position, to identify me in the City employment files; and to contact me.

I understand the following information will be considered private data pursuant to the Minnesota Government Data Practices Act: my name, home/work/email address, home phone number, Social Security Number, gender, racial/ethnic group and disability status. If I am certified as eligible for an employment vacancy, I understand my name, education, training and previous work experience will become public data.

I understand furnishing my Social Security number, gender, racial/ethnic and disability data is voluntary, but refusal to supply other requested information will mean my application may not be considered. I understand race and gender data are used in summary form to monitor protected class employment. Race and gender data may also be used if the job classification for which I applied is under-represented (under-employed) in terms of gender or persons of color.

I understand that if subsequently hired, the data I provided will become part of my employee record.

I understand private data is available only to me and other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

I have read and agree with the above statement.

**Accept**

**Decline**

**Step 18:** If you accepted the statement, a confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the City of Saint Paul.

**If you do not see the screen below, your application has NOT been submitted.**

Application for [Youth Job Corps Worker](#) is complete.

[Click here for a printable version of the application you just submitted](#)

#### Confirmation



Dear **Carl Pavano**

Thank you for submitting a City of Saint Paul application.

A confirmation e-mail and future notifications will be sent to the e-mail address listed on your application. To ensure you receive our e-mails, be sure to check your spam folder and settings.

Please review the Job Bulletin to verify you have submitted the required materials and understand the selection process. Only the most recent application with all required materials submitted by the deadline will be considered complete.

If necessary, submit required documentation (transcripts, license, certifications, etc.) by the deadline to:

Office of Human Resources  
200 City Hall Annex  
25 W. Fourth Street  
Saint Paul, MN 55102  
E-mail: [Jobs@stpaul.gov](mailto:Jobs@stpaul.gov)  
Fax: 651-266-6490

To learn more about the City of Saint Paul, visit [www.stpaul.gov](http://www.stpaul.gov).

**Step 19:** If you wish to apply for another job opening, go back to the job listing at [www.stpaul.gov/jobs](http://www.stpaul.gov/jobs).